

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
Board of Trustees  
Regular Board Meeting

Agenda

March 20, 2024  
6:30 p.m.

1. Call to Order & Roll Call
2. **Action Item:** Adoption of Agenda – Request removal of items from consent agendas for separate consideration.
3. Introduction of Visitors
4. Public Comment
5. FY2023 Audit Presentation by Alfredo Rodriguez, Illinois NFP Audit & Tax, LLP
6. Executive Session –

Pursuant to 5 ILCS 120/2(c)(1), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.”

7. **Action Item:** Meeting Minutes Consent Agenda
  - 7a. Approval of the minutes of the regular meeting held on February 21, 2024
  - 7b. Approval of the minutes of executive session #1 held on February 21, 2024
  - 7c. Approval of the minutes of executive session #2 held on February 21, 2024
8. Communications & Announcements
9. **Action Item:** Treasurer’s Report Consent Agenda
  - 9a. Approve February 2024 financial reports
  - 9b. Approval of Library Payroll for February 7, 2024, in the amount of \$27,101.81 and February 21, 2024, in the amount of \$27,291.27.
  - 9c. Ratify the IMRF payment for February 2024 in the amount of \$3,891.87.
  - 9d. Ratify the Accounts Payable for March 6, 2024, in the amount of \$2,726.82
  - 9e. Approve the Accounts Payable for March 20, 2024, in the amount of \$28,080.74

*All items listed under Consent Agendas will be approved by one motion. There will be no separate discussion of items unless a member of the audience or board requests the removal of an item for separate consideration. Any item removed for discussion will be considered after approval of the remaining Consent Agenda items.*

# MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting  
March 20, 2024  
Agenda

9f. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

## 10. **Action Item:** Library Director and Department Reports

10a. Library Director Report Additional Remarks as Needed

## 11. Committee Reports

11a. Decennial Committee

## 12. Old Business - None

## 13. New Business

13a. **Action Item:** Approve FY23 Audit

13b. **Action Item:** Authorize Library Director to pay April bills due to no April Board meeting.

13c. **Action Item:** Discussion of pros and cons of outsourcing Accounts Payable and/or Payroll tasks versus hiring an office administrator. Possible action to approve contracting with Lauterbach & Amen to manage Accounts Payable and/or Payroll functions.

13d. **Discussion Item:** Discussion on Board/Director/Attorney communications

13e. **Discussion Item:** Discussion on hosting weekly Real Food Collective farmers' market event on library property between June and October.

13f. **Discussion Item:** Discussion on hosting Real Food Collective outdoor cooler for storing perishable food items for area food banks.

## 14. Comments from the Board

## 15. Executive Session –

- Pursuant to 5 ILCS 120/2(c)(1), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.”

## 16. **Action Item:** Actions Resulting from Executive Session

## 17. Adjournment

**Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**February 21, 2024**

**1. CALL TO ORDER & ROLL CALL**

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Williams at 6:37 PM on Wednesday, February 21, 2024, at the Maywood Public Library.

Secretary Banks conducted the roll call.

Present: Trustees Williams, Barber-Burnside, Sanchez, Banks, Rice, Villarreal, and  
Butler

Absent: n/a

There was a quorum present to conduct library business.

Also present in person: Library Director Leighton Shell

Also present via teleconference: Andrew Dogan, Williams Architects, and Dan Eallonardo, Independent Construction Services, Inc.

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to amend and approve the agenda adding an executive session to immediately after public comment. Vice President Burnside made a motion to amend the agenda as requested and adopt the amended agenda. Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

Local resident and former library employee, Latonya Williams and library employee and local resident, Stephanie Samuel attended the meeting.

**4. PUBLIC COMMENT**

There were no public comments.

**13. EXECUTIVE SESSION #1**

**Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**February 21, 2024**

President Williams asked for a motion to go into executive session, pursuant to 5 ILCS 120/2(c)(1), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.” Trustee Sanchez motioned to go into executive session and Trustee Burnside seconded.

President Williams called for a voice vote.

**Motion Passed. Entered executive session at 6:43 p.m.**

President Williams asked for a motion to come out of executive session. Trustee Sanchez motioned to come out of executive session and Trustee Burnside seconded.

President Williams called for a voice vote.

**Motion Passed. Exited executive session at 7:53 p.m.**

Trustee Rice exited the meeting at 7:54 p.m.

## 5. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the regular meeting held on January 17, 2024, and the minutes from the executive session held on December 20, 2023. Trustee Burnside made a motion to approve the January 17, 2024, regular meeting minutes and the December 20, 2023, executive session minutes. Trustee Villarreal seconded the motion.

Trustee Sanchez requested that the two minutes be approved separately as she was not in attendance at one of the meetings.

Trustee Burnside rescinded her motion and submitted a new motion to approve the minutes from the regular meeting held on January 17, 2024. Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

**Motion Passed.**

Trustee Burnside motioned to approve the minutes from the executive session held

**Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**February 21, 2024**

on December 20, 2023. Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

**Motion Passed.**

**6. COMMUNICATION AND ANNOUNCEMENTS**

Director Shell reported to the Board that the library received a letter from the Village of Maywood announcing a public meeting was being held the same night as the Board meeting advising the public of the Village's intent to adopt a redevelopment plan and project. Director Shell also informed the Board the library received a cold call and letter from the Cook and Kocher Insurance Group to see if we would be interested in changing our insurance coverage from LIRA to them.

**7. TREASURER'S REPORT**

- 7a. Approve January 2024 financial reports
- 7b. Approval of Library Payroll for January 10, 2024, in the amount of \$25,801.83 and January 24, 2024, in the amount of \$28,064.46.
- 7c. Ratify the IMRF payment for January 2024 in the amount of \$3,821.88.
- 7d. Ratify the Accounts Payable for January 30, 2024, in the amount of \$1,454.59
- 7e. Approve the Accounts Payable for February 16, 2024, in the amount of \$47,496.36
- 7f. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

Treasurer Sanchez read the report to the Board.

President Williams asked for a motion to approve the Treasurer's Report consent agenda encompassing agenda items 7a through 7f, with the amended item 73. A motion was made by Trustee Sanchez and seconded by Trustee Villarreal to approve the Treasurer's Report consent agenda as presented.

Treasurer Sanchez asked for clarification on the IMRF payment being ratified. Director Shell explained that the IMRF wage payments had to be made by the 10th of the month each month. They are an online payment not requiring a check, so he submits the payment online and the Board ratifies the payment at the following Board meeting.

Treasurer Sanchez asked for clarification on the Ancel Glink invoice and for an explanation of the calls to the attorney. President Williams explained to the Board that she had requested that Director Shell contact the attorney to get the information

**Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**February 21, 2024**

referenced in the invoice. Trustee Sanchez noted that one of the invoice items referenced researching the Park District Act. Director Shell stated this was most likely an error on the part of Ancel Glink, and they probably meant to type Public Library District Act. He indicated that he would contact Ancel Glink to confirm this.

Treasurer Sanchez asked for an update on the Forest Security project to update the library security system since the Board had already approved a deposit. Director Shell informed the Board that he had been in communication with Forest Security trying to get them to come out to begin the process and that they were scheduled to come out the next day to do an assessment.

Treasurer Sanchez asked for clarification on the library credit card purchase of passport mailers from the US Post Office. Director Shell informed the Board that the library purchases the prepaid envelopes at a cost of \$9.65 per envelope but that the library charges a \$35 fee for passport services, which covers the cost of the envelope.

Trustee Butler asked for clarification on the monthly \$100,000 transfer from the library primary bank account to the library Accounts Payable bank account. Director Shell indicated he just has that as a standing item on the agenda rather than adding it only when the Accounts Payable fund goes under a certain threshold.

Trustee Butler exited the meeting at 8:09 p.m.

Trustee Villarreal asked for clarification about the “check from Self-Help” which appears on the Library Foundation funds report. Director Shell informed the Board that the check was the funds that were in the Foundation’s Self-Help account that was closed, but that it could not be deposited until the Foundation is able to open a new bank account. That had been delayed due to the Foundation’s not-for-profit status lapsing with the state.

Trustee Villarreal asked about the cost of the Nicor gas invoice. Director Shell informed the Board that the Nicor bills generally run that high. President Williams indicated that she thought we were still locked into multi-year contracts for the gas supplier, as well.

President Williams called for a roll call vote.

Ayes: Williams, Burnside, Sanchez, Banks, and Villarreal  
Nays: n/a  
Abstain: n/a  
Absent: Rice and Butler

**Motion Passed.**

**Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**February 21, 2024**

**8. DIRECTOR'S REPORT**

President Williams asked for a motion to approve the Director's report. Trustee Banks moved to approve the report and Trustee Sanchez seconded the motion.

Trustee Sanchez asked about the unruly behavior reported in the Youth Department report and what was being done to address it. Director Shell informed the Board that, in addition to the procedures that D. Martinez outlined in her report, the library has also hired a second security monitor to help with the increased traffic in the library. President Williams also said she would communicate with the police chief to ask about having officers stop in more frequently.

President Williams called for a voice vote to accept the Director report. Trustee Banks motioned to approve the Director and department reports. Trustee Sanchez seconded the motion.

President Williams called for a voice vote.

**Motion Passed.**

**9. COMMITTEE REPORTS**

Director Shell informed the Board that the Decennial Committee meeting that was scheduled immediately prior to the Board meeting did not take place due to a lack of a quorum.

**10. OLD BUSINESS**

10a. None

**11. NEW BUSINESS**

11a. Review Draft of FY23 Audit

Director Shell reported that he had emailed the draft of the FY23 audit prepared by Illinois NFP to all the Trustees and that he would be emailing off the final audit report shortly. Alfredo Rodriguez, Illinois NFP Audit & Tax, LLP, will be presenting the final audit report to the Board at the March 20, 2024, Board meeting.

11b. Review Trustee Bylaws Project

**Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**February 21, 2024**

Director Shell reported that while researching a portion of the Trustee Bylaws, the attorney informed him that parts of it should be updated. Specifically, the paragraph on vacating a seat due to missing meetings. The Board was provided with sample bylaws and encouraged to review and start work on revising the bylaws. Director Shell offered to assist with research if needed.

**11c. Staff In-Service Day March 7, 2024**

President Williams called for a voice vote to accept the Director's request to close the library on March 7, 2024, to hold a staff in-service day. Trustee Banks motioned to approve the in-service day request and Trustee Villarreal seconded the motion.

Director Shell informed the Board that the library has not held a staff in-service/training day for a very long time and would like to close the library for staff training on March 7, 2024. Trustee Banks asked if there would be any DEI training taking place during the in-service day. Director Shell said he was looking into an online training that might be available. President Williams asked if it was possible to have in-person DEI training provided by a staff member from Oak Park Public Library.

President Williams called for a voice vote.

**Motion Passed.**

**11d. Choose Strategic Planning Process/Consultant**

Director Shell informed the Board that due to the unexpected staff changes; it would probably make the most sense to hire an outside consultant to conduct the strategic planning process for the library. It would still be possible to do it in-house, but it would be a much more time-intensive process.

President Williams asked for a motion to choose a strategic planning process, by hiring an outside consultant. A motion was made by Trustee Villarreal and seconded by Trustee Burnside to choose a strategic planning process, by hiring an outside consultant.

Trustee Burnside pointed out that Kathy Parker already had familiarity with the library and its long-term needs.

President Williams called for a roll call vote to approve hiring Kathy Parker to manage the strategic planning for the library.

Ayes: Williams, Burnside, Sanchez, Banks, and Villarreal  
Nays: n/a



**Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**February 21, 2024**

Abstain: n/a  
Absent: Rice and Butler

**Motion Passed.**

**11e. Approve Security Camera and Video Surveillance Policy**

President Williams asked for a motion to approve the proposed Security Camera and Video Surveillance Policy. Trustee Burnside motioned to approve the Security Camera and Video Surveillance Policy and Trustee Sanchez seconded the motion.

Director Shell explained that the Standards for Illinois Public Libraries states that we need to have a security camera policy. He found an example of one at a different library that he modified for Maywood Public Library use and submitted it to the library attorney for review. The proposed policy includes edits from the attorney.

President Williams called for a voice vote to approve the Security Camera and Video Surveillance Policy.

**Motion Passed.**

**12. COMMENTS FROM THE BOARD**

President Williams thanked the Board members and indicated that she relied on all of their individual expertise.

Trustee Burnside wanted to thank the Board for their patience and explained that any differences or discrepancies that the Board had at the previous meeting had been resolved. She indicated that she also appreciates and respects the expertise of the various Board members.

**13. EXECUTIVE SESSION #2**

President Williams asked for a motion to go into executive session, pursuant to 5 ILCS 120/2(c)(1), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.” Trustee Villarreal motioned to go into executive session and Trustee Sanchez seconded.

Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT

February 21, 2024

President Williams called for a voice vote.

**Motion Passed. Entered executive session at 8:39 p.m.**

President Williams asked for a motion to come out of executive session. Trustee Burnside motioned to come out of executive session and Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

**Motion Passed. Exited executive session at 9:36 p.m.**

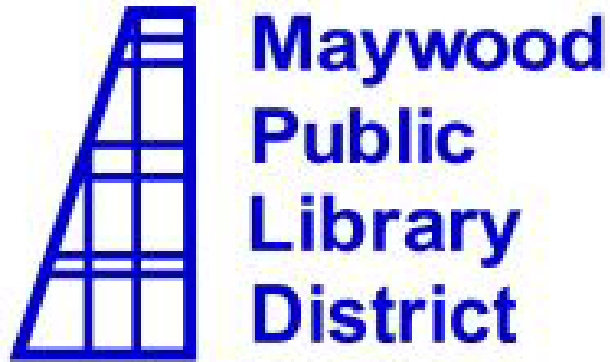
14. ADJOURNMENT

Vice President Burnside moved to adjourn, and Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

**Motion Passed. Meeting adjourned at 9:37 p.m**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LaSondra Banks, Secretary



# **MONTHLY FINANCIAL STATEMENTS**

## **February 2024**



**Maywood Public Library District**  
**Summary of Monthly Cash Receipts & Disbursements**  
**As of February 29, 2024**

Account	Beginning Bal. 2/1/2024	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 2/29/2024
US Bank - Primary	\$ 1,328,694.39	\$ 105.69	\$ (100,000.00)	\$ 110,946.71	\$ 1,114.76		\$ (12.00)	\$ 1,340,849.55
US Bank - Accounts Payable	\$ 133,369.08	\$ 9.66	\$ 100,000.00	\$ -	\$ 1,419.30	\$ (106,917.56)	\$ -	\$ 127,880.48
US Bank - SB220079 Grant	\$ 186,022.42	\$ 14.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,037.16
US Bank - HB210029 Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Illinois Funds - Primary	\$ 385,285.24	\$ 1,507.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386,792.69
Cash - Circulation	\$ 325.00							\$ 325.00
Petty Cash	\$ 65.00							\$ 65.00
<b>Total</b>	<b>\$ 2,033,761.13</b>	<b>\$ 1,637.54</b>	<b>\$ -</b>	<b>\$ 110,946.71</b>	<b>\$ 2,534.06</b>	<b>\$ (106,917.56)</b>	<b>\$ (12.00)</b>	<b>\$ 2,041,949.88</b>

2/13/24 Deposit

3021011	Pers Prop Replac Tax	\$ -
3032611	Other Grant Income	\$ -
3060011	Fines	\$ -
3070011	Copy Machine	\$ 60.95
3080011	Lost and Paid	\$ 86.90
3095011	General Sales	\$ 25.86
3095511	Book Sales	\$ 10.50
3123011	Vending Machine Inc	\$ 713.85
3125011	Fax Machine	\$ 3.00
3127011	Room Rental Income	\$ -
3130011	Misc Income	\$ -
3608011	Passport & License	\$ 210.00
3039011	Donations	\$ 3.70
	<b>Total Deposit</b>	<b>\$ 1,114.76</b>

**AP Credit Card/EFT Deposits**

Nayax	Square	Book Royalties
\$ 65.25	\$ 1,354.05	



**Maywood Public Library**  
**Accounts Payable**  
February 22 - March 6, 2024

Vendor	Date	Account	Memo/Description	Amount	Total
<b>Amazon Capital Services</b>	03/04/2024	2100011 Accounts Payable	Various invoices. See line descriptions.	239.48	239.48
		4100011 Adult Audio Visual	inv. 1Y9N-N9QD-H43R adult DVDs	67.55	
		4302011 Adult Programming	inv. 1NGF-L319-M3C7 programming supplies	62.19	
		4106011 Technology	inv. 1T9C-6LH4-VHPF staff walkie-talkies	109.74	
<b>Com Ed</b>	03/04/2024	2100011 Accounts Payable	Comed Bill 1/16 - 2/20.	26.84	26.84
		4225011 Electricity	Comed Bill 1/16 - 2/20.	26.84	
<b>Comcast</b>	03/04/2024	2100011 Accounts Payable	Inv. Mar 1 to Mar 29	161.85	161.85
		4106011 Technology	Comcast	161.85	
<b>Globe Life</b>	03/04/2024	2100011 Accounts Payable	Acct. 55395 - Feb premiums	81.23	81.23
		4040011 Healthcare Premium	Acct. 55395 - Feb premiums	81.23	
<b>Village of Maywood - Health Benefit Fund</b>	03/04/2024	2100011 Accounts Payable	inv. 10222	2,115.00	2,115.00
		4040011 Healthcare Premium	inv. 10222	2,115.00	
<b>Village of Maywood Water Department</b>	03/04/2024	2100011 Accounts Payable	Water & Sewer: Accts 427403007-00 & 427405652-00	102.42	102.42
		4215011 Water	Water inv. 427403007-00	68.28	
		4215011 Water	Water inv. 427405652-00	34.14	

\$ 2,726.82





**Maywood Public Library**  
**Accounts Payable**  
**March 7 - March 20, 2024**

<b>Vendor</b>	<b>Date</b>	<b>Account</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Total</b>
<b>Amazon Capital Services</b>	03/08/2024	2100011 Accounts Payable	Various invoices. See line descriptions.	300.28	300.28
		4302011 Adult Programming	inv. 134G-KFJM-GLWJ programming supplies	26.71	
		4302012 YS Programming	inv. 1JLY-HPD7-3331 programming supplies	112.65	
		4100011 Adult Audio Visual	inv. 16DJ-KC3T-RH9D adult DVDs	21.81	
		4130011 Library Supplies	inv. 119P-1WWW-9LP3 card stock	62.95	
		4302011 Adult Programming	inv. 16TP-RF67-J9Y9 painting canvases	31.97	
		4302011 Adult Programming	inv. 17LC-XXLL-9KLY chalk paint	44.19	
<b>Ancel Glink PC</b>	03/20/2024	2100011 Accounts Payable	inv. 102479 - carpet replacement bid documents	3,408.75	3,408.75
		4320011 Legal Fees	inv. 102479 - carpet replacement bid documents	3,408.75	
<b>Anderson Elevator</b>	03/20/2024	2100011 Accounts Payable	inv. 84676-M9G6 monthly maint.	300.00	300.00
		4250011 Contract Maintenance Building	inv. 84676-M9G6 monthly maint.	300.00	
<b>Anderson Pest Solutions</b>	02/26/2024	2100011 Accounts Payable	inv. 57534067	82.50	82.50
		4250011 Contract Maintenance Building	inv. 57534067	82.50	
<b>Baker &amp; Taylor</b>	03/08/2024	2100011 Accounts Payable	Various book invoices. See line descriptions.	772.37	772.37
		4080011 Adult Books	inv. 2038114387	208.93	
		4080011 Adult Books	inv. 2038091557	367.93	
		4080012 YS Books	inv. 2038088890	18.66	
		4080011 Adult Books	inv. 2038138533	176.85	

<b>B Allen Graphics</b>	3/20/2024	2100011 Accounts Payable	March through May Newsletter - qty 7,900	3,672.83	3,672.83
		4140011 Postage	March through May Newsletter - postage	852.83	
		4160011 Publicity	March through May Newsletter - printingn	2,820.00	
<b>Doodle Art LLC</b>	02/26/2024	2100011 Accounts Payable	Inv. BHM	380.00	380.00
		4302012 YS Programming	Inv. BHM - canvases	170.00	
		4160011 Publicity	Inv. BHM - ABCs of Art	210.00	
<b>Gallagher, Arthur J. RMS</b>	03/08/2024	2100011 Accounts Payable	Inv. # 5031418 - unemployment audit	1,681.00	1,681.00
		9450094 Insurance - Workers Comp	Inv. # 5031418 - unemployment audit	1,681.00	
<b>Green Golly</b>	03/20/2024	2100011 Accounts Payable	inv. 122123a - 3/25 Little Kids Little Songs	525.00	525.00
		4302012 YS Programming	inv. 122123a - 3/25 Little Kids Little Songs	525.00	
<b>Illinois Library Association</b>	03/20/2024	2100011 Accounts Payable	inv. 28012 - L. Shell Membership	200.00	200.00
		4070011 Membership Dues	inv. 28012 - L. Shell Membership	200.00	
	03/20/2024	2100011 Accounts Payable	inv. 280946 - Butler Trustee Forums	30.00	30.00
		4070011 Membership Dues	inv. 280946 - Butler Trustee Forums	30.00	
<b>Johnson Controls Fire Protection LP</b>	3/20/2024	2100011 Accounts Payable	inv. 51735501 - faulty duct detector in basement	1,563.45	1,563.45
		4250011 Contract Maintenance Building	inv. 51735501 - faulty duct detector in basement	1,563.45	

<b>Konica Minolta Business Solutions</b>	3/20/2024	2100011 Accounts Payable	Copy machines maintenance. Various invoices.	245.92	245.92
		42400011 Maintenance of Equipment	inv. 292584229	141.04	
		42400011 Maintenance of Equipment	inv. 292583963	40.22	
		42400011 Maintenance of Equipment	inv. 292588619	64.66	
<b>Leighton Shell</b>	03/20/2024	2100011 Accounts Payable	2/28 Proviso Tnsp Director Meeting	46.96	46.96
		4131011 Hospitality	2/28 Proviso Tnsp Director Meeting	46.96	
<b>LRS, LLC</b>	03/08/2024	2100011 Accounts Payable	inv. LR5631283	167.89	167.89
		4235011 Garbage	inv. LR5631283	167.89	
<b>MidAmerican Energy</b>	03/20/2024	2100011 Accounts Payable	inv. 12016740	6,690.96	6,690.96
		4225011 Electricity	inv. 12016740	6,690.96	
<b>Midwest Tape, LLC</b>	03/08/2024	2100011 Accounts Payable	Hoopla Jan & Feb invoices.	845.13	845.13
		4210011 Databases & E-Resources	Hoopla inv. 505127467 Feb	437.94	
		4210011 Databases & E-Resources	Hoopla inv. 504994121 Jan	407.19	
<b>Multicultural Books &amp; Videos</b>	03/08/2024	2100011 Accounts Payable	Various invoices. See line descriptions.	189.46	189.46
		4080012 YS Books	inv. 23-2834C - youth spanish books	33.70	
		4080011 Adult Books	inv. 23-2834C - adult spanish books	31.30	
		4080011 Adult Books	inv. 23-2835D - adult spanish books	99.09	
		4080012 YS Books	inv. 23-2835D - youthspanish books	25.37	

<b>Nicor Gas</b>	02/26/2024	2100011 Accounts Payable	Natural Gas 1/16-2/14 2024	6,342.06	6,342.06
		4205011 Natural Gas	0048580000 7 (Carnegie) 1/16-2/14	486.29	
		4205011 Natural Gas	5581640000 0 (Addition) 1/16-2/14	5,855.77	
<b>Quill LLC</b>	03/20/2024	2100011 Accounts Payable	Various invoices. See line descriptions.	331.16	331.16
		4256011 Janitorial Supplies	inv. 37576206 - can liners, gloves, bathroom tissue	171.36	
		4130011 Library Supplies	inv. 37576206 - printer paper, post-it notes	159.80	
<b>Rhonda Fentry</b>	02/26/2024	2100011 Accounts Payable	4/2/24 Meditation Soundbath	75.00	75.00
		4302011 Adult Programming	4/2/24 Meditation Soundbath	75.00	
<b>Rhonda Fentry</b>	3/20/2024	2100011 Accounts Payable	5/7/24 Meditation Soundbath	75.00	75.00
		4302011 Adult Programming	5/7/24 Meditation Soundbath	75.00	
<b>US BANK</b>	03/20/2024	2100011 Accounts Payable	Various charges. See line descriptions.	155.02	155.02
		4105011 Software	Microsoft - email	23.10	
		4130011 Library Supplies	Walgreen's - batteris	29.98	
		6123011 Vending Machine Expenses	Sam's Club - vending machine snacks	101.94	
				<b><u>\$ 28,080.74</u></b>	



# Maywood Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July 2023 - February 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
3001011 Tax Revenue - Current	826,799.73	1,308,094.00	-481,294.27	63.21 %
3001080 Tax Rev Current - Building Fund	9,129.31	60,000.00	-50,870.69	15.22 %
3001091 Tax Rev Current - FICA Fund	33,130.57	55,000.00	-21,869.43	60.24 %
3001092 Tax Rev Current - IMRF Fund	45,057.58	120,000.00	-74,942.42	37.55 %
3001093 Tax Rev Current - Unemp Fund	2,355.96	1,000.00	1,355.96	235.60 %
3001094 Tax Rev Current - Workers Comp Fund	2,355.96	1,000.00	1,355.96	235.60 %
3001095 Tax Rev Current - Liab Ins Fund	33,130.57	44,000.00	-10,869.43	75.30 %
3001096 Tax Rev Current - Audit Fund	5,742.63	9,000.00	-3,257.37	63.81 %
3021011 Personal Prop Replacement Tax	122,599.42	120,000.00	2,599.42	102.17 %
3030011 Per Capita Grant	34,762.80	34,680.00	82.80	100.24 %
3032611 Other Grant Income	7,500.00	7,500.00	0.00	100.00 %
3033011 DCEO Grant	186,000.00	350,000.00	-164,000.00	53.14 %
3039011 Donations	28.90	100.00	-71.10	28.90 %
3060011 Fines	155.83		155.83	
3070011 Copy Machine	3,878.60	2,000.00	1,878.60	193.93 %
3080011 Lost and Paid	591.16	200.00	391.16	295.58 %
3095011 General Sales	176.53	25.00	151.53	706.12 %
3095511 Book Sales	306.54	500.00	-193.46	61.31 %
3123011 Vending Machine Income	1,487.85	1,500.00	-12.15	99.19 %
3125011 Fax Machine	59.48	25.00	34.48	237.92 %
3127011 Room Rental Income	670.50	250.00	420.50	268.20 %
3130011 Miscellaneous Income	383.55	500.00	-116.45	76.71 %
3132511 Maywood Book Income	100.33	100.00	0.33	100.33 %
3302011 Interest - All Bank	908.41	200.00	708.41	454.21 %
3304011 Interest - IL Funds Primary	12,588.87	5,000.00	7,588.87	251.78 %
3608011 Passport and License Renewal Income	8,190.09	7,000.00	1,190.09	117.00 %
<b>Total Revenue</b>	<b>\$1,338,091.17</b>	<b>\$2,127,674.00</b>	<b>\$ -789,582.83</b>	<b>62.89 %</b>
<b>GROSS PROFIT</b>	<b>\$1,338,091.17</b>	<b>\$2,127,674.00</b>	<b>\$ -789,582.83</b>	<b>62.89 %</b>
<b>Expenditures</b>				
4010011 Salaries	391,106.00	705,000.00	-313,894.00	55.48 %
4040011 Healthcare Premium	10,140.18	65,000.00	-54,859.82	15.60 %
4050011 Trustee Development	652.26	3,500.00	-2,847.74	18.64 %
4051011 Staff Development	2,750.13	3,500.00	-749.87	78.58 %
4052011 Travel	1,258.04	2,000.00	-741.96	62.90 %
4070011 Membership Dues	1,797.00	4,500.00	-2,703.00	39.93 %
4080011 Adult Books	13,996.31	17,000.00	-3,003.69	82.33 %
4080012 YS Books	8,931.35	15,000.00	-6,068.65	59.54 %
4085011 SWAN Lost Books	189.94	2,000.00	-1,810.06	9.50 %
4090011 Periodicals	2,314.94	3,500.00	-1,185.06	66.14 %
4100011 Adult Audio Visual	2,977.95	7,500.00	-4,522.05	39.71 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4100012 YS Audio Visual	985.60	7,500.00	-6,514.40	13.14 %
4105011 Software	198.60	7,000.00	-6,801.40	2.84 %
4106011 Technology	7,513.79	5,000.00	2,513.79	150.28 %
4130011 Library Supplies	5,339.78	13,000.00	-7,660.22	41.08 %
4130012 Patron Services Supplies	742.92	3,000.00	-2,257.08	24.76 %
4130013 Tech Services Supplies	1,196.45	1,000.00	196.45	119.65 %
4130511 Bank Fees	1,991.31	1,200.00	791.31	165.94 %
4131011 Hospitality	2,198.39	2,500.00	-301.61	87.94 %
4135011 Printing	1,010.00	3,000.00	-1,990.00	33.67 %
4140011 Postage	1,097.00	3,000.00	-1,903.00	36.57 %
4150011 Telephone	6,088.93	10,500.00	-4,411.07	57.99 %
4160011 Publicity	1,491.52	5,000.00	-3,508.48	29.83 %
4170011 Professional Services	19,652.15	45,000.00	-25,347.85	43.67 %
4205011 Natural Gas	24,130.32	40,950.00	-16,819.68	58.93 %
4210011 Databases & E-Resources	11,275.21	24,000.00	-12,724.79	46.98 %
4215011 Water	10,606.15	11,550.00	-943.85	91.83 %
4225011 Electricity	54,576.39	90,000.00	-35,423.61	60.64 %
4235011 Garbage	2,599.65	9,000.00	-6,400.35	28.89 %
4240011 Maintenance of Equipment	1,487.92	36,750.00	-35,262.08	4.05 %
4250011 Contract Maintenance Building	33,377.33	60,000.00	-26,622.67	55.63 %
4256011 Janitorial Supplies	1,459.14	7,350.00	-5,890.86	19.85 %
4260011 General Maintenance - Building	12,557.23	36,750.00	-24,192.77	34.17 %
4265011 SWAN	12,934.50	26,000.00	-13,065.50	49.75 %
4292011 Special Events	2,753.79	10,000.00	-7,246.21	27.54 %
4302011 Adult Programming	3,472.27	7,000.00	-3,527.73	49.60 %
4302012 YS Programming	3,412.87	7,000.00	-3,587.13	48.76 %
4310011 Equipment Purchase		6,000.00	-6,000.00	
4311011 Capital Improvements		40,000.00	-40,000.00	
4320011 Legal Fees	2,610.75	15,000.00	-12,389.25	17.41 %
4330011 Passport and License Renewal Expenses	3.00		3.00	
6032011 Misc. Grant Expense	3,311.65	7,500.00	-4,188.35	44.16 %
6033011 DCEO Grant Expense	5,264.77	350,000.00	-344,735.23	1.50 %
6034011 Per Capita Grant Expenses	2,817.81	34,680.00	-31,862.19	8.13 %
6123011 Vending Machine Expenses	585.69	1,500.00	-914.31	39.05 %
6912011 Contingencies	39.00		39.00	
9150091 FICA Expenditures	28,113.30	54,000.00	-25,886.70	52.06 %
9250092 IMRF Expenses - District	7,801.38	97,739.00	-89,937.62	7.98 %
9350093 Unemployment Insurance	6,101.99	5,250.00	851.99	116.23 %
9450094 Insurance - Workers Comp	2,717.00	1,050.00	1,667.00	258.76 %
9550095 Insurance - Liability	32,322.83	40,000.00	-7,677.17	80.81 %
9650096 Audit		7,000.00	-7,000.00	
<b>Total Expenditures</b>	<b>\$751,952.48</b>	<b>\$1,961,269.00</b>	<b>\$ -1,209,316.52</b>	<b>38.34 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$586,138.69</b>	<b>\$166,405.00</b>	<b>\$419,733.69</b>	<b>352.24 %</b>
Other Expenditures				
Other Miscellaneous Expenditure	180.00		180.00	
Reconciliation Discrepancies	648.63		648.63	
<b>Total Other Expenditures</b>	<b>\$828.63</b>	<b>\$0.00</b>	<b>\$828.63</b>	<b>0.00%</b>
<b>NET OTHER REVENUE</b>	<b>\$ -828.63</b>	<b>\$0.00</b>	<b>\$ -828.63</b>	<b>0.00%</b>

---

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET REVENUE	\$585,310.06	\$166,405.00	\$418,905.06	351.74 %

---

---







# Maywood Public Library

## Statement of Financial Position

As of February 29, 2024

	TOTAL	
	AS OF FEB 29, 2024	AS OF JAN 31, 2024 (PP)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1001011 Petty Cash	325.00	325.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	0.00	0.00
1050011 IL Funds - Primary	352,792.69	351,285.24
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,450,392.31	1,328,723.44
1080111 US Bank - Accounts Payable	114,992.87	120,201.60
1080211 US Bank - Payroll	0.00	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	186,014.74	186,000.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00
<b>Total Bank Accounts</b>	<b>\$2,104,641.41</b>	<b>\$1,986,659.08</b>
<b>Total Current Assets</b>	<b>\$2,104,641.41</b>	<b>\$1,986,659.08</b>
<b>TOTAL ASSETS</b>	<b>\$2,104,641.41</b>	<b>\$1,986,659.08</b>

	TOTAL	
	AS OF FEB 29, 2024	AS OF JAN 31, 2024 (PP)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	6,783.48	-8.46
<b>Total Accounts Payable</b>	<b>\$6,783.48</b>	<b>\$ -8.46</b>
Other Current Liabilities		
2101011 Federal Tax Withheld	-4,761.20	-4,761.20
2102011 State Tax Withheld	3,226.00	3,226.00
2103011 FICA Withheld	-2,137.13	-2,137.13
2104011 IMRF Withheld	-8,227.82	-7,605.93
2104511 IMRF-VAC	5,920.45	5,391.93
2105011 Credit Union I Withheld	-477.68	-477.68
2106011 Credit Union II Withheld	335.00	335.00
2107011 Medical Insurance Withheld	5.65	5.65
2108011 Pebsco Withheld	235.00	235.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34
2222411 Due to Library Foundation	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$ -5,700.54</b>	<b>\$ -5,607.17</b>
<b>Total Current Liabilities</b>	<b>\$1,082.94</b>	<b>\$ -5,615.63</b>
<b>Total Liabilities</b>	<b>\$1,082.94</b>	<b>\$ -5,615.63</b>
Equity		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	1,209,023.78	1,209,023.78
Net Revenue	585,310.06	474,026.30
<b>Total Equity</b>	<b>\$2,103,558.47</b>	<b>\$1,992,274.71</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,104,641.41</b>	<b>\$1,986,659.08</b>



# Maywood Public Library

## Statement of Activity by Class

July 2023 - February 2024

	11 LIBRARY FUND	80 BUILDING & SITES FUND	91 FICA FUND	92 IMRF FUND	93 UNEMPLOYMENT FUND	94 WORKERS COMP FUND	95 LIABILITY INSURANCE FUND	96 AUDIT FUND	NOT SPECIFIED	TOTAL
<b>Revenue</b>										
3001011 Tax Revenue - Current	826,799.73									\$826,799.73
3001080 Tax Rev Current - Building Fund		9,129.31								\$9,129.31
3001091 Tax Rev Current - FICA Fund			33,130.57							\$33,130.57
3001092 Tax Rev Current - IMRF Fund				45,057.58						\$45,057.58
3001093 Tax Rev Current - Unemp Fund					2,355.96					\$2,355.96
3001094 Tax Rev Current - Workers Comp Fund						2,355.96				\$2,355.96
3001095 Tax Rev Current - Liab Ins Fund							33,130.57			\$33,130.57
3001096 Tax Rev Current - Audit Fund								5,742.63		\$5,742.63
3021011 Personal Prop Replacement Tax	122,599.42									\$122,599.42
3030011 Per Capita Grant	34,762.80									\$34,762.80
3032611 Other Grant Income	7,500.00									\$7,500.00
3033011 DCEO Grant	186,000.00									\$186,000.00
3039011 Donations	28.90									\$28.90
3060011 Fines	155.83									\$155.83
3070011 Copy Machine	3,878.60									\$3,878.60
3080011 Lost and Paid	591.16									\$591.16
3095011 General Sales	176.53									\$176.53
3095511 Book Sales	306.54									\$306.54
3123011 Vending Machine Income	1,487.85									\$1,487.85
3125011 Fax Machine	59.48									\$59.48
3127011 Room Rental Income	670.50									\$670.50
3130011 Miscellaneous Income	383.55									\$383.55
3132511 Maywood Book Income	100.33									\$100.33
3302011 Interest - All Bank	908.41									\$908.41
3304011 Interest - IL Funds Primary	12,588.87									\$12,588.87
3608011 Passport and License Renewal Income	8,190.09									\$8,190.09
<b>Total Revenue</b>	<b>\$1,207,188.59</b>	<b>\$9,129.31</b>	<b>\$33,130.57</b>	<b>\$45,057.58</b>	<b>\$2,355.96</b>	<b>\$2,355.96</b>	<b>\$33,130.57</b>	<b>\$5,742.63</b>	<b>\$0.00</b>	<b>\$1,338,091.17</b>
<b>GROSS PROFIT</b>	<b>\$1,207,188.59</b>	<b>\$9,129.31</b>	<b>\$33,130.57</b>	<b>\$45,057.58</b>	<b>\$2,355.96</b>	<b>\$2,355.96</b>	<b>\$33,130.57</b>	<b>\$5,742.63</b>	<b>\$0.00</b>	<b>\$1,338,091.17</b>
<b>Expenditures</b>										
4010011 Salaries	391,106.00									\$391,106.00
4040011 Healthcare Premium	10,140.18									\$10,140.18
4050011 Trustee Development	652.26									\$652.26
4051011 Staff Development	2,750.13									\$2,750.13
4052011 Travel	1,258.04									\$1,258.04
4070011 Membership Dues	1,797.00									\$1,797.00
4080011 Adult Books	13,996.31									\$13,996.31
4080012 YS Books	8,931.35									\$8,931.35
4085011 SWAN Lost Books	189.94									\$189.94
4090011 Periodicals	2,314.94									\$2,314.94
4100011 Adult Audio Visual	2,977.95									\$2,977.95
4100012 YS Audio Visual	985.60									\$985.60
4105011 Software	198.60									\$198.60
4106011 Technology	7,513.79									\$7,513.79
4130011 Library Supplies	5,339.78									\$5,339.78
4130012 Patron Services Supplies	742.92									\$742.92
4130013 Tech Services Supplies	1,196.45									\$1,196.45
4130511 Bank Fees	1,991.31									\$1,991.31
4131011 Hospitality	2,198.39									\$2,198.39
4135011 Printing	1,010.00									\$1,010.00
4140011 Postage	1,097.00									\$1,097.00
4150011 Telephone	6,088.93									\$6,088.93
4160011 Publicity	1,491.52									\$1,491.52

	11 LIBRARY FUND	80 BUILDING & SITES FUND	91 FICA FUND	92 IMRF FUND	93 UNEMPLOYMENT FUND	94 WORKERS COMP FUND	95 LIABILITY INSURANCE FUND	96 AUDIT FUND	NOT SPECIFIED	TOTAL
4170011 Professional Services	19,652.15									\$19,652.15
4205011 Natural Gas	24,130.32									\$24,130.32
4210011 Databases & E-Resources	11,275.21									\$11,275.21
4215011 Water	10,606.15									\$10,606.15
4225011 Electricity	54,576.39									\$54,576.39
4235011 Garbage	2,599.65									\$2,599.65
4240011 Maintenance of Equipment	1,487.92									\$1,487.92
4250011 Contract Maintenance Building	33,377.33									\$33,377.33
4256011 Janitorial Supplies	1,459.14									\$1,459.14
4260011 General Maintenance - Building	12,557.23									\$12,557.23
4265011 SWAN	12,934.50									\$12,934.50
4292011 Special Events	2,753.79									\$2,753.79
4302011 Adult Programming	3,472.27									\$3,472.27
4302012 YS Programming	3,412.87									\$3,412.87
4320011 Legal Fees	2,610.75									\$2,610.75
4330011 Passport and License Renewal Expenses	3.00									\$3.00
6032011 Misc. Grant Expense	3,311.65									\$3,311.65
6033011 DCEO Grant Expense	5,264.77									\$5,264.77
6034011 Per Capita Grant Expenses	2,817.81									\$2,817.81
6123011 Vending Machine Expenses	585.69									\$585.69
6912011 Contingencies	39.00									\$39.00
9150091 FICA Expenditures	1,903.06		26,210.24							\$28,113.30
9250092 IMRF Expenses - District				7,801.38						\$7,801.38
9350093 Unemployment Insurance	-21,690.00				27,791.99					\$6,101.99
9450094 Insurance - Workers Comp						2,717.00				\$2,717.00
9550095 Insurance - Liability							32,322.83			\$32,322.83
<b>Total Expenditures</b>	<b>\$655,109.04</b>	<b>\$0.00</b>	<b>\$26,210.24</b>	<b>\$7,801.38</b>	<b>\$27,791.99</b>	<b>\$2,717.00</b>	<b>\$32,322.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$751,952.48</b>
NET OPERATING REVENUE	\$552,079.55	\$9,129.31	\$6,920.33	\$37,256.20	\$ -25,436.03	\$ -361.04	\$807.74	\$5,742.63	\$0.00	\$586,138.69
Other Expenditures										
Other Miscellaneous Expenditure	180.00									\$180.00
Reconciliation Discrepancies									648.63	\$648.63
<b>Total Other Expenditures</b>	<b>\$180.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$648.63</b>	<b>\$828.63</b>
NET OTHER REVENUE	\$ -180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -648.63	\$ -828.63
NET REVENUE	\$551,899.55	\$9,129.31	\$6,920.33	\$37,256.20	\$ -25,436.03	\$ -361.04	\$807.74	\$5,742.63	\$ -648.63	\$585,310.06

## Maywood Public Library District

### Director Report March 2023

Just a reminder to the Board that this will be our last meeting until May as the Board voted to not hold a meeting in April. There are no pressing matters during this time period. Also, I wanted to remind the Board that I will be on vacation and unavailable from Thursday, March 21<sup>st</sup> through Friday, March 29<sup>th</sup>. Here are the highlights of some of the things I have been working on since the last Board meeting.

SWAN held their Quarterly Meeting of Administrators and Directors on Thursday, March 7<sup>th</sup>. Unfortunately, this was the day we held our staff in-service day, so I was not able to attend. However, I had sat in on the SWAN Committee of the Whole meeting that took place on February 6<sup>th</sup>, so I knew what would be covered. I was not able to vote on the SWAN FY25 budget, but there was nothing controversial in it. The recording of the meeting is available to view online here: <https://youtu.be/9ghj6rWDhjY>

On February 28<sup>th</sup>, I hosted a meeting of the Proviso Township public library directors. We discussed a number of things we are going to partner on, such as the annual Passport to Proviso library card sign-up event and combining resources to have a billboard ad promoting all Proviso Township public libraries during National Library Week.

On Friday, March 1<sup>st</sup>, I met with Summur Roberts, the Board Chair of the Maywood Chamber of Commerce. She indicated that they are trying to get the Chamber of Commerce rebooted and would love to be able to partner with the library going forward. I also showed her the room with the older Chamber paperwork and materials, and she said she would work to get them removed from the library.

On Tuesday, March 12<sup>th</sup>, I attended the District 504 Area Planning Council meeting where I got to meet representatives from other organizations in the area that support the community in various ways. It was a group of about 25 people, and specifically I got to meet and talk about partnership opportunities with Phil Schneeberger, Proviso Public Partnership; LaToya Towns, Quinn Center in Maywood; Germania Solorzano, American Job Center in Maywood; and James Flagg, Community and Economic Development Assn (CEDA) of Cook County.

And, while not an official meeting, on Wednesday, March 13<sup>th</sup>, I met with former library trustee Jose Galarza, who wanted to check in and see how things are going at the library.

I reached out to Kathy Parker to inform her of the Board's approval of hiring her to conduct the library's strategic planning process. She will be taking on the position of Interim Director at Riverdale Public Library, but will still be able to work with us on this project.

## Budget/Finances

At our meeting this month, Alfredo Rodriguez from Illinois NFP Audit & Tax, LLP will be in attendance to give the official audit report to the Board.

In my financial report last month, I mentioned that we had received almost \$18,000 and would probably receive some more before the month is over. We did end up receiving an additional \$93,000 in February and have already received almost \$594,000 this month.

	Average	MPLD FY2015	MPLD FY2016	MPLD FY2017	MPLD FY2018	MPLD FY2019	MPLD FY2020	MPLD FY2021	MPLD FY2022	MPLD FY2023	MPLD FY2024
Jul	\$130,207	\$ -	\$ 125,338.46	\$ 129,119.44	\$ 188,473.85	\$ 288,176.25	\$ 199,961.07	\$ 187,474.51	\$ 1,907.42	\$ 18,460.70	\$ -
Aug	\$218,347	\$ -	\$ 341,197.12	\$ 376,147.56	\$ 327,228.17	\$ 199,332.15	\$ 343,905.76	\$ 317,431.09	\$ -	\$ -	\$ 66,170.94
Sep	\$32,165	\$ -	\$ 41,312.28	\$ 21,217.55	\$ 5,111.09	\$ -	\$ 8,566.86	\$ 10,506.76	\$ 157,931.43	\$ -	\$ -
Oct	\$60,701	\$ -	\$ 38,712.86	\$ -	\$ 31,761.69	\$ 21,564.32	\$ 12,841.04	\$ 65,936.56	\$ 425,673.71	\$ -	\$ -
Nov	\$14,330	\$ -	\$ 15,572.68	\$ 39,397.63	\$ 7,412.98	\$ 8,451.15	\$ 8,762.54	\$ 10,103.65	\$ 34,625.71	\$ 13,755.40	\$ 183,726.92
Dec	\$35,099	\$ -	\$ 19,965.77	\$ 23,330.61	\$ 3,038.29	\$ 1,317.44	\$ 7,409.42	\$ 2,879.19	\$ 5,855.16	\$ 276,498.90	\$ 486,337.12
Jan	\$40,562	\$ -	\$ 26,890.47	\$ 6,408.62	\$ -	\$ -	\$ 372.25	\$ 3,670.94	\$ 1,013.03	\$ 352,326.58	\$ -
Feb	\$120,006	\$ 165,371.64	\$ 151,347.54	\$ 120,827.47	\$ 120,659.76	\$ 195,395.69	\$ 74,215.21	\$ 55,328.08	\$ 158,438.31	\$ 13,765.64	\$ 109,513.71
Mar	\$434,931	\$ 428,189.89	\$ 456,543.84	\$ 457,681.62	\$ 430,955.67	\$ 444,882.26	\$ 483,697.11	\$ 435,857.24	\$ 491,714.71	\$ 269,854.06	\$ 593,982.03
Apr	\$56,148	\$ 18,056.51	\$ 365.53	\$ 41,857.94	\$ 37,132.77	\$ 12,621.93	\$ -	\$ -	\$ -	\$ 442,868.38	\$ -
May	\$20,979	\$ 16,157.70	\$ 29,469.78	\$ 50,094.43	\$ 43,492.40	\$ 51,309.61	\$ -	\$ -	\$ -	\$ -	\$ -
Jun	\$2,854	\$ -	\$ 16,871.10	\$ 3,646.68	\$ -	\$ 1,417.59	\$ -	\$ -	\$ -	\$ 1,486.04	\$ -
Total	\$1,124,640	\$627,776	\$1,263,587	\$1,269,730	\$1,195,267	\$1,224,468	\$1,139,731	\$1,089,188	\$1,277,159	\$1,389,016	\$1,439,731

We did not receive a PPRT payment in February. Our March payment was about \$9,640 and I submitted the request to the Village of Maywood for payment. As I mentioned last month, the FY24 payments have been slightly lower than FY23 but still comparable to FY22. We should probably receive another \$40-50,000 before the end of the fiscal year.

	Average	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Jul	\$ 11,453.80	\$ 9,248.65	\$ 8,209.70	\$ 8,578.57	\$ 8,266.74	\$ 15,112.35	\$ 28,615.50	\$ 28,741.33
Aug	\$ 1,743.93	\$ 426.43	\$ 829.73	\$ 1,029.09	\$ 6,108.80	\$ 1,921.80	\$ 3,267.02	\$ 4,633.87
Sep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct	\$ 12,924.01	\$ 6,313.83	\$ 7,429.49	\$ 14,930.28	\$ 7,744.25	\$ 25,179.18	\$ 38,540.57	\$ 23,822.56
Nov	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec	\$ 3,488.14	\$ 1,664.67	\$ 1,816.79	\$ 2,479.47	\$ 2,004.32	\$ 5,224.72	\$ 12,621.24	\$ 7,393.35
Jan	\$ 10,745.83	\$ 5,668.06	\$ 6,091.18	\$ 9,066.30	\$ 9,532.53	\$ 19,173.77	\$ 27,841.36	\$ 16,348.95
Feb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mar	\$ 6,135.28	\$ 5,028.15	\$ 2,402.64	\$ 1,802.40	\$ 3,444.08	\$ 25,110.64	\$ 13,791.97	\$ 9,640.99
Apr	\$ 15,028.18	\$ 10,336.14	\$ 11,946.03	\$ 12,445.38	\$ 16,092.68	\$ 29,685.88	\$ 21,911.41	\$ -
May	\$ 16,184.18	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90	\$ -
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$77,703.35	\$49,221.81	\$53,249.02	\$58,288.11	\$73,932.48	\$161,153.41	\$182,139.98	\$90,581.04

## Facilities

On Thursday, March 14<sup>th</sup>, I met with Andy Dogan, Williams Architects, and Dan Eallonardo, our "owner's rep" to discuss the elevator modernization project. Andy has been working on the project manual that will be used for the public bid process. We reviewed the draft manual together and then I connected Andy and Dan with our attorneys so they can review the project manual for compliance. We are looking to go to bid in May. We are still waiting to hear back from the State of Illinois about the Public Library Construction Accessibility grant that we

applied for to supplement the DCEO grant funds for the elevator modernization project. We will be holding off on the actual construction work until the Fall to avoid competing with school construction projects, which typically take place during the Summer when the schools are closed.

On Thursday, February 29<sup>th</sup>, I met with Chandler Weatherby, an appraiser with CBEZ, who was conducting the annual building appraisal on behalf of LIRA. We did a walkthrough of the facilities and reviewed the building blue prints.

The Board had questions about the natural gas bill at the last Board meeting. I just wanted to include the information that I emailed out on February 26<sup>th</sup> in my board report.

#### Natural Gas:

In November 2021, the library signed a 36-month contract with Santanna Energy Services at a cost of \$ .4432 per therm for the duration of the contract. This contract will be up in January of 2025.

“Cancellation: If you cancel before the end of the Initial Term of this contract, you agree to pay Santanna liquidated damages. Liquidated damages will be calculated as the customer's remaining natural gas usage (as forecasted by Santanna based on your historical usage and weather) under the initial contract term multiplied by a rate of \$0.10/therm. It may take your utility additional time to complete the cancellation process, as required under program rules. You are responsible for all charges through the date your cancellation is finalized by your utility company.”

Based on historical data, we could expect to pay a cancelation fee of about \$2,300.

#### Electricity:

In December 2021, the library signed a 4-year contract with MidAmerican Energy at a cost of \$0.04188 per kWh for the duration of the contract. This contract will be up in December of 2025.

In addition to the fixed charges, we have to pay transmission charges, ancillary charges, capacity charges, and line losses charges.

#### NIMEC:

Last May I reached out to NIMEC (Northern Illinois Municipal Electric Collaborative) about possibly signing up with them, but with the contracts that were in place it didn't make sense to pursue it at that time. But my contact at NIMEC wrote this at the time...

“I was able to look into these in more detail. It looks like you have that MidAmerican contract and Santanna contract for the bigger portion of the library. For natural gas, you have a fairly good rate at 43¢ with Santanna. You do have one account that will use around 10,000 therms a year that is on Nicor. When we found rates for a fixed rate for that building, we have a rate around 46¢ for a 1 yr deal. Or we could find a deal that expires with the other contract in January of 25. That rate would be around 48¢, but allows for those to get on the same schedule.

As for power, MidAmerican has a rate of 4.19¢ as a fixed rate. However, it does not include transmission, ancillary charges, capacity charges, and line losses. So, while the fixed rate is

4.19¢ per kWh, you actually paid 7.032¢ your last bill. It still is a fairly good rate, it just may move a little from month to month.”

As I mentioned last month, there didn't seem to be any venting of the public bathroom spaces occurring. Pedro investigated and found that the belt that drives the fan had broken. We ordered some replacement belts, and I was able to go up on the roof and replace the belt as Pedro is currently off due to IMRF retirement requirements. I hope he will be able to return to work before the end of the month. The fan is now pulling odors from the bathroom, although the first floor is so far removed from the roof fan that it probably isn't as strong as it could be. When we get to the point of replacing the rooftop equipment, we will probably want to replace the fan with a stronger motor.



As Pedro is currently off, we have not been able to reinstall the barricade post outside the library. We currently have a safety cone in its place, so no one trips over the mounting bracket.

Forest Security came out the week of March 11<sup>th</sup> to install the new building security system. We had new sensors installed on all the building doors and lower floor windows. They will be coming back out to install the new surveillance camera system.

The Smiota smart lockers are finally going to be shipped. They are scheduled for pick-up from the warehouse on Friday, March 15<sup>th</sup>, and are tentatively scheduled to be installed Tuesday, March 19<sup>th</sup>.

March of last year we had Glenbard Interiors provide a quote to “remove existing carpeting, patch floor and install square yards of carpet tile (owner selected color), install 4” cove base, reducer and Schluter expansion joint.” The quote came back at \$47,854 for labor and materials, which put it above the threshold triggering a public bid. The Board also decided to have the outside digital sign project done as a public bid. Over the course of the past year, I did not have a chance to start the process for either public bid, but this past month I reached out to Ancel Glink to see if they had any templates or documents for conducting public bids. They provided me with documents related to the carpeting project and will be providing documents for the digital sign project as well. When I return from vacation I will be publishing the Request for Proposals for the carpeting project. Based on how well that process goes, I will look at doing the digital sign project later this year.

## **Policies**

Due to increased workload in other areas, as well as the audit presentation and executive session scheduled for this evening, I will not be submitting any policies for review this month.

## **Technology**

Nothing to report at this time.



## **Staff**

Our current Head of Patron Services has finished her final full week of work the Maywood Public Library. After interviewing candidates, I have made an offer to an excellent candidate, and she has accepted. Her start date will be Monday, April 1<sup>st</sup>. As I mentioned last month, I am merging the Technical Services department into the Patron Services department so our Tech Services staff member will now have an immediate supervising manager above her.

We have also hired a new library assistant to work in the Youth and Information Services departments.

I continue to work with Paylocity to get the paid time off accrual in Paylocity working. In the meantime we are tracking staff time off accrual and use in an Excel spreadsheet. I have also had conversations with Lauterbach & Amen to take over our accounts payable and possibly our payroll services rather than trying to hire someone for this position. The biggest challenge is that a person who is qualified for this position can easily work in a for-profit company at a better wage than we are able to pay. Both North Riverside Public Library and Hillside Public Library use Lauterbach & Amen and are very satisfied with their services. This can be discussed at greater length as we have an agenda item for this topic.

## **Miscellaneous**

*Foundation:* Since the last Board meeting I was able to file the necessary paperwork with the U.S. Bank to get the Maywood Library Foundation bank account opened. I went to Self-Help Credit Union and I was able to get them to re-issue the Foundation check and I deposited it in the new account. The Foundation will need to determine which checks they want to order in order to be able to start dispensing the funds. As I mentioned last month, there was a \$57.26 charge to get the Foundation's not-for-profit status reinstated with the state, which I paid using the library credit card.

**Submitted by: Leighton Shell, Library Director**



**Maywood Public Library District**  
**Patron Services Department Report**  
**March 2024**

**General**

Hello!

We had our staff in-service training day on March 7th, I think it was a great success! The staff learned what to do in case of an emergency (fire, tornado), where to go, and what is expected of them.

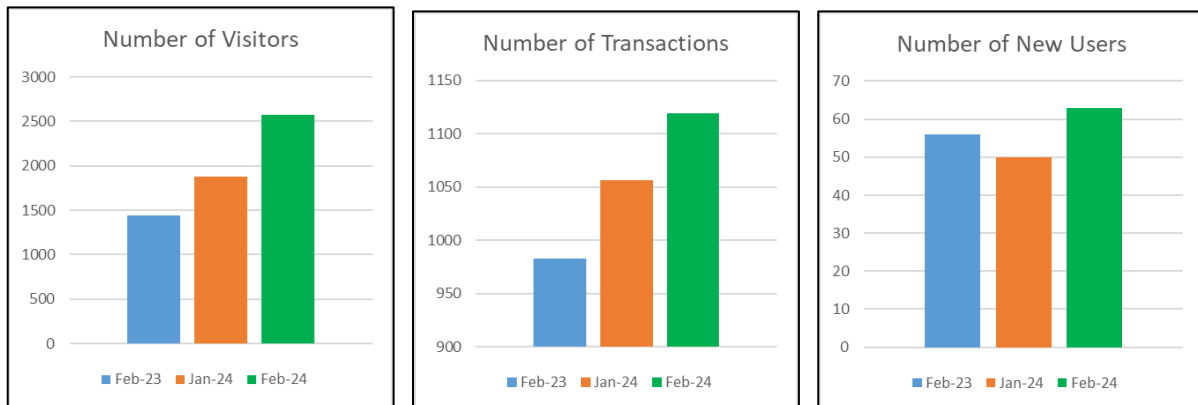
We learned how to handle certain situations if they arise. There was also cross-departmental training, as well as team building. It turned out to be a good day!

Some TEAM Training articles that have been read:

- How to create a diverse workplace, part 1
- How to implement an ethics program, parts 1-2

We had the Adult Bowl Making craft. Everyone was super excited about learning. They promised to send pictures, because all of them wanted to make “really big” bowls!

Our statistics for the month of February, 2024: 2,576 patrons came into the library, 1,119 transactions (4.6%> Feb 2023), and 63 new patron cards were issued!



*It has been a pleasure to have this position as my last before I retire. Maywood Public Library District has a bright future ahead, thank you for the privilege to make even a small contribution!*

**Submitted by: Nydia Robinson, Head of Patron Services**



**Maywood Public Library District**  
**Information Services Department Report**  
**March 2024**

**General:**

In February we celebrated Black History Month. We decorated, had book displays, and had a variety of BHM themed programs.

On February 29th we made a delivery of books and movies to 21 residents at Maywood Assisted Living. We delivered approximately 87 books and DVDs.

The current season of the Illinois Libraries Presents Zoom series continues. On February 6th, we had "A Conversation with Jerry Craft: From Mama's Boyz to New Kid and Beyond."

Rhonda Fentry's Soundbath Meditation program continues. We had 8 people attend the latest session.

We are collaborating with Proviso Partners for Health to hold an Entrepreneur's class at the library. They will be here Thursday evenings through March.

On March 7th, we had a staff in-service at the library.

**Programs (attendance):**

- Tuesdays @ 12:00 Quilting and Sewing (3,3,4,3,4,3,3,3)
- Fridays @ 10:00 Tech Friday (4)
- February 6 @ 12:30 Soundbath Meditation (8)
- February 6 @ 7:00 A Conversation with Jerry Craft: From Mama's Boyz to New Kid and Beyond
- February 7th @ 5:00 pm - Paint Party
- February 8th @ 6:30 pm - Shatterin Rules, Making Moves, A History of Black Comics & Black Comic Creators (3)
- February 10 @ 10:30 Family Craft Time (10)
- February 10 @ 12:00 pm - Book Signing with Marvin Mason
- February 13 @ 5:00 pm - Teen Authors
- February 13th @ 5:00 Adult Bowl Craft (18)
- February 13 @ 10:30 Basic PCs (0)
- February 14th @ 10:30 am - Sophia & Roscoe Puppet Show
- February 17th @ 2:00 pm - Alice's Ordinary People Film Discussion (3)
- February 17th Senior Self Defense (5)

- February 21st @ 4:30 pm - Retirement Solutions Info Session (2)
- February 21st @ 6:30 pm - Book Signing & Presentation
- February 22 @ 6:30 pm - Heritage to Hustle (2)
- February 28th @ 6:30 pm - Sophia & Roscoe BHM Ensemble

**February 2024 Statistics - Information Services Dept.**

Wix Website Visits: 1,426	Event Registrations: 67
My Pc Center Users: 395	Youth Users: 308
Copier Faxing 259 pages Printing 2,130 pages	Scanning 475 pages Copies 1,172 pages
Digital Media eRead IL: 22 checkouts Libby 6 new users; 94 checkouts	Hoopla 7 new users; 200 Checkouts Kanopy 421 visits, 9 plays
Social Media Facebook 1.2k likes, 1.3k followers Instagram 533 followers	TikTok 44.3k likes, 1,799 followers Twitter 121 followers
Interlibrary Loan OCLC 3 checkouts, 3 holds filled	
Online Resources 18 EBSCO Database Requests	
Museum Adventure Pass: 6 passes generated Explore More Illinois: 0 passes generated Local History: 3 requests Reference Questions : We average about 8 questions a day	

**Submitted by: John Fruit, Head of Information Services**





## Maywood Public Library District

### Youth Services Department Report March 2024

#### **Overview:**

*Attendance:* This month is the first month that I can compare our daily patron average from 2023 versus 2024. As shown in the graph, our average for the month of February doubled this year, going from 20 to 40 daily patron visits! These numbers are refreshing to see because they reflect our constant efforts to draw and welcome our Maywood community. Go Team!

*Library Assistant Hiring:* John and I are still hiring for a library assistant position for 1 time interval; Monday-Thursday, 9AM-1PM. We recently hired Isabelle B. Isabelle is a student at Dominican University and has experience working at Reference Service Desk. She is enthusiastic to learn and seems excited to be part of our library team.

*Middle School & Patron Behavior:* In my last report, I highlighted the current behavioral problems we are experiencing on the YSD Floor, specifically with the middle school students. Additionally, I included my plans in creating a system to resolve the problem while still having these students feel welcomed. This system was set in place for the entire month of February, and I would like to report that it has been working effectively. Our library assistants are also more confident in enforcing this system. Our security team has also been monitoring and doing more walk arounds on the YSD Floor during peak hours. Students are now being made aware of their actions and are even self-governing each other at this point. We hear them recognizing their noise level and they are separated from students who don't want to listen. Of course, there are some days that are not always smooth, but it is an improvement from what we were experiencing before.

I also met with community leaders like school principals and community consultants that are a part of their immediate social environment to show that we as a community are a united front.

*Passports:* Our passport services have been on fire this month! We had a total of 72 applications sent out!

*Updates & More:* We've been moving our collection around to reflect the increase in our material. We've made room for new books to be displayed all throughout the floor. Beginner Readers, Early Readers, and Spanish sections have shelves designated for them. Our juvenile and young adult graphic novel section will also need to expand soon. We are still preparing our old story-time room to be turned into a multi-purpose room. I am going to have a couple of volunteers help us out with the sorting process. Lastly, we are continuing to make cosmetic changes to make the YSD Floor feel welcoming and inviting to all!

#### **Programming:**

*Anime Club & Chess Club* have constant members each week.

*Crafty Afternoons* are always full of creative minds. This month we painted with Mrs. Alice, made Valentine's Day cards, created an exquisite corpse (a fun drawing "game" that could be a simple, low-cost activity for kids, teens, or adults), and some guided doodles.

*Lego Club* had to build a ship that would float for at least 30 seconds this month! The club members were so thrilled about this challenge. The key words taught in this meeting were **density, weight, and volume**.

*Making Mondays* is a great way to allow our patrons to sit and create with clay! We had two sessions: a morning and evening session.

*Storytimes* continue to have multiple sessions with different ages. This month we had a special session; *Storytime with Alice Bey-Pugh*. Mrs. Alice Bey-Pugh is a local author who has 2 published books. In this session, she was able to read her books to our patrons and give them a signed copy in the end. This story time was part of our Black History Month Program events. The kids had a great time.

*Try Teens, Journaling, Tween and Teen POV* are all tween and teen-based programs that consider trends, pop culture, discussion, bonding, and laughter.

*Weekenders* our patrons love crafty afternoons, but sometimes they can't make it. Weekenders take home craft kits for those on the go.

*VR & Gaming*: Was postponed due to time conflicts.

#### Black History Month Events:

To celebrate Black history, we had a collection of events that gave the community the opportunity to showcase history, express culture, and were hosted by Black leaders. Here are the events:

*Teen Authors: Lead by Mrs. Alice Bey-Pugh*: A discussion and step by step of how to become a published author. This event was a discussion and workshop.

*Mrs. Sophie & Puppets: Lead by Mrs. Sophie*: A story time full of laughter! Mrs. Sophie, with the help of her puppets, shared stories that moved kids to dance and laugh.

*Book Signing*: This event was for another published author but was cancelled day of for low attendance and misunderstands by the vendor.

*Sophie & Rosco Performance: Lead by Mrs. Sophie and Rosco Group*: A wonderful session filled with live music, poetry, and performances by different age groups.

#### Community Outreach & Professional Development:

##### 1. Proviso Librarians: February

- a. A group of Teen Librarians in the Proviso Township to create, brainstorm, and collaborate teen services at a township level. This month, we are collaborating to host a prom donation box. Our purpose is to collect as much prom attire possible to have students "shop" for material in April!

##### 2. Black History Month Fair at Irving Middle School: Thursday, February 22 | 3:30 PM

- a. This BHM event was phenomenal! The students performed spectacularly, and the energy was off the roof. After the performance, I worked at our table that had pivot library information, some treats and BHM trivia. During this time, I was able to catch up with some students and network with Dominique Davis, a coordinator for the Youth Program hosted at the Masonic

Temple. We will be brainstorming on how to collaborate with each other in the future. Overall, this event was impactful.

**3. Passport Fair at Malcolm X College: Friday, February 23 | 2:30 PM-7:00 PM**

- a. We returned for another fair! Both Vanessa H. and I proxy an off-site passport fair at Malcolm X College. This passport fair was to help students acquire their passports for their study abroad trip to Africa.

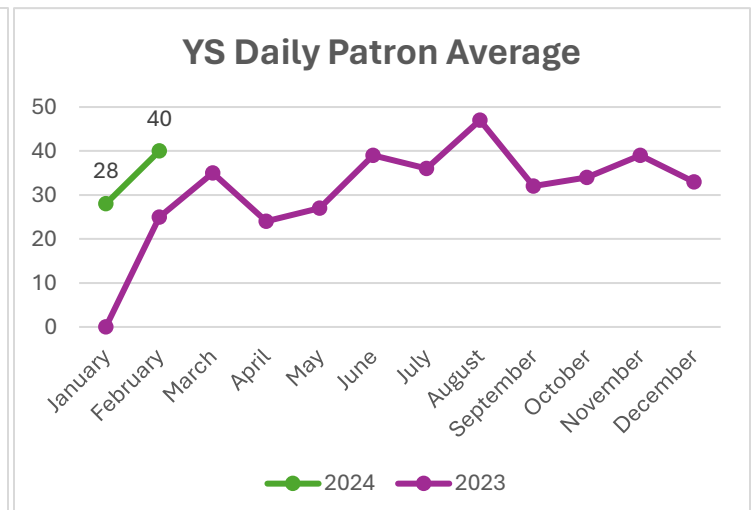
**Highlights:**

What better way to show the highlights than with some pictures.



## Youth Services Department Statistics February 2024

Program	Date & Time	Attendance	Audience
Anime Club	02/03 @ 2:00 PM	2	Tweens and Teens
Chess Club	02/03 @ 11:00 AM	0	All
Crafty Afternoons	02/07 @ 5:00 PM	28	All
	02/14 @ 5:00 PM	18	All
	02/21 @ 5:00 PM	11	All
	02/28 @ 5:00 PM	9	All
Journaling	02/15 @ 5:00 PM	2	Tweens and Teens
Lego Club	02/10 @ 11:00 AM	8	Kids
Movie Monday	02/12 @ 4:30 PM	6	All
Storytime	02/06 @ 10:30 AM	2	Kids
	02/10 @ 10:30 AM	5	Kids
	02/20 @ 10:30 AM	2	Kids
	02/26 @ 10:30 AM	2	Kids
Try Teens	02/15 @ 6:00 PM	5	Tweens and Teens
Tinker Toy Tuesday	02/08 All Day	15	All
Tween and Teen POV	02/13 @ 2:00 PM	13	Tweens and Teens
	02/13 @ 6:00 PM	0	Tweens and Teens
Weekenders	02/09 All Day	0	All
VR & Gaming	02/21 @ 6:00 PM	Postponed	All
Teen Authors	02/13 @ 5:00 PM	9	Tweens and Teens
Mrs. Sophie & Puppets	02/14 @ 10:30 AM	49	All
Maywood Fine Arts	02/17 @ 10:30 AM	Cancelled	Tweens and Teens
Book Signing	02/21 @ 6:00 PM	0	All
Sophie & Rosco Performance	02/28 @ 6:30 PM	26	All



Submitted by: Daniela Martinez, Head of Youth Services

**Maywood Public Library District**  
**Information Technology Department Report**  
**February 2024**

**General:**

For a few days, during the week of March 11th, Comcast was completing system upgrade work in the area. Internet service for the library was sporadic for a few days. Hopefully we'll see an improvement with speed once the project is complete. We just recently had our modem replaced by Comcast because the current equipment was outdated.

Computer and Wi-Fi usage is still on the rise. All patrons, including students, are using the public computers and their own devices.

The device charging stations on both floors have seen a massive increase in usage. Patrons seem to enjoy the fact that they can simultaneously charge and disinfect their devices.

The work with Forest Security is now underway. Phase One consists of replacing the security system being managed by Johnson Controls. Phase Two will consist of replacing the existing security camera system. The plan is to change a few camera locations to provide better monitoring of certain spaces and areas of the library.

**Submitted by: Marcia Burton, Technology Department**





February 28, 2024

Members of the Board of Trustees  
Maywood Public Library District  
Maywood, Illinois

We are pleased to confirm our understanding of the services we are to provide for the Maywood Public Library District.

It is our understanding that Lauterbach & Amen, LLP will provide accounting assistance and payroll assistance to the Maywood Public Library District. Such assistance will be arranged between the District and Lauterbach & Amen, LLP and will be billed at the rates noted below. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

Services	Fee through December 31, 2024
Monthly Accounting (process AP, prepare monthly financials, audit preparation assistance)	\$1,500 / month
Monthly Payroll (including adding new hires & pay adjustments, quarterly reporting)	\$800 / month

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over 30 days.

The District agrees that during the term of this agreement and for a period of twelve months thereafter, the District shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the District to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person’s annual compensation.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Maywood Public Library District, Illinois.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**From:** [Tim Gavin](#)  
**To:** [Leighton Shell](#)  
**Subject:** RE: L&A Proposal Follow Up  
**Date:** Thursday, March 14, 2024 9:15:57 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image006.png](#)

Leighton,


I dug into this a bit and have a few options for you:


	Accounting Payroll	QB Paylocity	L&A L&A	L&A Paylocity
<b>Fees</b>				
Monthly accounting		\$ 1,700.00	\$ 1,400.00	\$ 1,500.00
Payroll		600.00	800.00	600.00
<b>Monthly total</b>		<b>\$ 2,300.00</b>	<b>\$ 2,200.00</b>	<b>\$ 2,100.00</b>
		Plus fees to Paylocity and Intuit	NO fees to Paylocity or Intuit	Plus fees to Paylocity

I am happy to explain the reasoning behind the fluctuations if you'd like. Obviously, with a full migration to our platform, you would stand to save the most due to not paying additional fees to the other parties.

Hope this helps!

Tim

	<b>Tim Gavin</b>   Principal LAUTERBACH & AMEN, LLP 668 N. River Road   Naperville, Illinois 60563 Phone: 630.393.1483   Cell (Preferred): 630.776.7329   Fax: 630.393.2516 <a href="mailto:tgavin@lauterbachamen.com">tgavin@lauterbachamen.com</a>   <a href="http://lauterbachamen.com">lauterbachamen.com</a>
---	---

 [Book time to meet with me](#)  
[Click Here to Send Me Files Securely](#)

Our clients' satisfaction remains our highest priority. If you have any concerns or questions, please call: 630.393.1483 or email [feedback@lauterbachamen.com](mailto:feedback@lauterbachamen.com). Thank you.